

Summary of most important Examination Regulations

Prof. Dr. Michael Kuhn

Exams (1)

- Modules M01 (System Design) and M02 (Technical Management) compulsory for all majors
- Additionally, each major has four compulsory modules
- Two optional modules have to be chosen from any major

Exams (2)

- Registration for exams offered in February/March the latest by **January 17th, 2018**
- Exams offered twice per year (February/March + July/August)
- Cancellation possible until one day before the exam (midnight!!)

Exams (3)

Betreff: Regarding deregistration of the exam

Von: [REDACTED]@stud.h-da.de>

Datum: 28.07.17, 07:55

An: "Kuhn, Michael, Prof. Dr." <michael.kuhn@h-da.de>

Dear Prof.Kuhn,

I tried to de register for the exam at the last 10 minutes.

But I could not do it, as the server was busy. Kindly help me in this regard.

Thanks & Regards,

[REDACTED]

Subject - Digital Signal Processing

REJECTED



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Exams (3)

Betreff: Re: Embedded exam de-registration

[REDACTED]

An: "Kuhn, Michael, Prof. Dr." <michael.kuhn@h-da.de>

Hello, professor,

I really forgot to do my deregistration. It's my mistake. I really did not want to take the exam. I have opened today to de register it., but unfortunately I found that exam was over. Could you please de-register me for that exam. I'm really nervous after I open qis website.

I hope you would consider my request. --

Mit freundlichen Grüßen / Kind regards

[REDACTED]

REJECTED



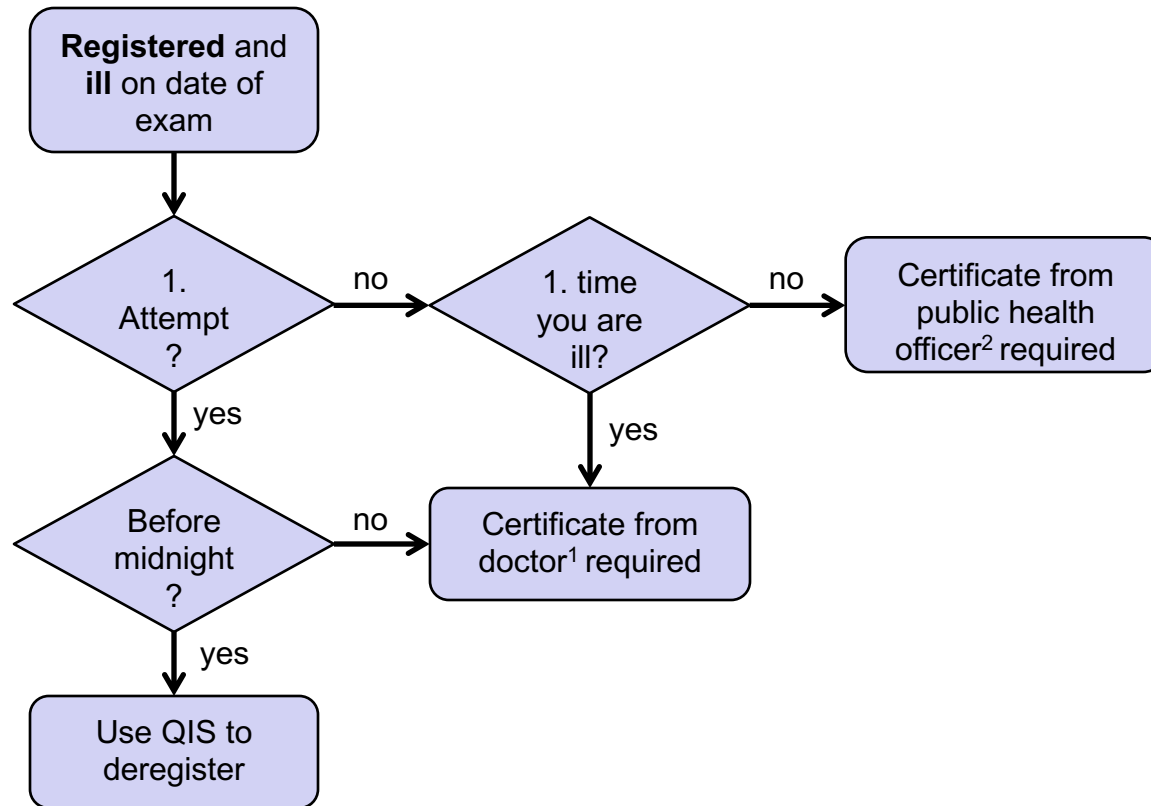
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Exams (4)

- In case you do not attend an exam it will be counted as “failed”
- Grading is performed according to the German grading system:
1.0 (excellent) ; 1.3 ; 1.7 ; 2.0 ; 2.3 ; 2.7 ; 3.0 ; 3.3 ; 3.7 ; 4.0 ; 5.0 (failed)

Exams (5)



- 1) The certificate has to state that you are unable to take an exam (wording „prüfungsunfähig erkrankt“) and the original (no scan) has to be submitted immediately, i.e. the latest on the next working day.
- 2) Certificate from „Amtsarzt“ at your own expense required.

Example of Exam Schedule

	Mo	Di	Mi	Do	Fr	Mo	Di	Mi	Do	Fr
1. Block			Optical (90)			AMC(90)			MW(90)	CDA(90)
2. Block										
3. Block	Sys.Design (180)		Inf. Sim. (135)	CMOS (90)	Control (120)	Adv. Aut (180)		AES(180)	AHVT (120)	AFC(135)
4. Block		DEUTSCH					DEUTSCH			
5. Block										
6. Block										

	Mo	Di	Mi	Do	Fr	Mo	Di	Mi	Do	Fr
		Inf.NW (90)			DSP (90)	DTME (90)	MobSat (90)	MES (90)		BPS Info
	Pow.El. (120)	Adv. Inf. (180)	PSCT (120)	SPH (90)	Adv. Rob. (120)	Smart Grid (120)	Auton.Sys.(120)	RenEn. (120)		PM (90)

Check website for latest version
of the exam schedule!

Repetition of Exams – Compulsory Modules

- Only exams which are not passed can be repeated
- In case of cancellation or failure you will automatically be registered for **all following exam dates of this exam.**
BUT: Always check your registration in QIS!!!
- Repetition exam has to be taken in the following semester (otherwise this trial will be counted as failed)
- In case the 2nd repetition (3rd attempt) of an exam is not passed an oral exam has to be conducted within 8 weeks after the results of the exams have been published
- The result of the oral exam can only be passed (mark 4.0) or failed (mark 5.0).
- The final failure of an examination connotes the final failure of the study program

Repetition of Exams – Optional Modules

- Only exams which are not passed can be repeated
- No automatic registration in case of failure / withdrawal for Optional Modules – **always check your registration in QIS!!!**
- Optional modules can be repeated unlimitedly
- Optional modules can be replaced by other optional modules

Master Thesis (1)

- Admission required!!!
- Prerequisites:
 - 45 CPs from exams
 - German Level A2 (or better)
 - Internship approved
- Start date MUST BE after admission date!
- Late submission will result in failure of the thesis
- Failed thesis can only be repeated once.

Step 1 - Examination Office

Admission for Master-Thesis

Prerequisites

Name	
Matr.-No.	

fulfils the following prerequisites:

	yes	no
- German A2 Level	<input type="checkbox"/>	<input type="checkbox"/>
- Minimum of 45 CPs (not including BPP)	<input type="checkbox"/>	<input type="checkbox"/>
- only IMSEIT: BPP acknowledged	<input type="checkbox"/>	<input type="checkbox"/>
<u>if not:</u> given completion date according to BPP form sheet	<input type="checkbox"/>	<input type="checkbox"/>

.....
date signature Office of the Examination Board

Step 2 - Supervisors

Definition of Master-Thesis

1 st Supervisor:	
2 nd Supervisor:	
Start Date:	Must be after admission date!
Completion Date:	6 months after start date
Subject:	
Company:	

.....
date signature student date signature 1st supervisor

Step 3 - Head of Exam. Board

Admission for Thesis

granted
 conditionally granted :

.....
date signature Head of the Examination Board

Master Thesis (2)

- Two bound copies have to be submitted + CD/DVD with PDF-version of thesis
- All source materials - whether directly quoted or summarized - must be properly documented. Plagiarism may have severe consequences!
- A presentation has to be given at the end of the thesis
- Weighting for final mark: Thesis : Presentation = 3 : 1

A0B

- You can print a ToR using the online system
- Signed Transcript of Records will only be issued in case they are requested by authorities or companies
- This presentation is only a short summary – the BBPO and ABPO are legally binding, see <https://eit.h-da.de/studium/studienbetrieb/electrical-engineering-msc/exams/abpo-and-bbpo/>
- Exceptions from these examination rules are only possible in rare cases!

Examination Board Contact Details

- **Examination Secretary: Ms- Laubscher**
 - Monday 09.00 - 11.00
 - Tuesday 09.00 - 11.00
 - Thursday 09.00 - 11.00
 - Wednesday and Friday closed!
- **Head of Examination Board: Prof. Dr. Michael Kuhn**
 - Office hours: upon agreement
 - email: michael.kuhn@h-da.de
 - Office: D16/210